Entitlement – Advance Pay

Overview

Introduction   This section provides the *procedures* for **Advanced Pay**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Topics   The following topics are covered in this section

Entitlement – Advance Pay

Guiding Principles

Introduction	This section provides the *guiding principles* for **Advance Pay**.

Reference	The following references provide additional information about Advance Pay.

- U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 9 (Advance Payments)
- Pay, Personnel, Procedures Manual, PSC M1000.2A, Chap. 6

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide.

Advance Pay entries must be approved by a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.

Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

SPOs may enter earnings type ADP.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item.

Note: The original advance pay transaction must process through JUMPS before a change to the liquidation schedule can be submitted.
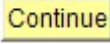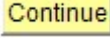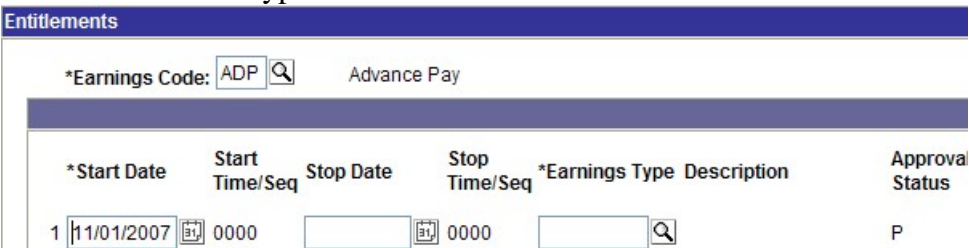
Entitlement – Advance Pay

Starting Advance Pay

Introduction   This section provides the procedure for *starting* Advance Pay.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Advance Pay entitlement.

Step	Action
1	Review the member's Employee Entitlement Summary.

If an Earnings Code "ADP" (Advance Pay) row is	Then
Present	1. Click the **Continue** button in the **ADP** row. 2. The Employee Entitlement Detail page will open and the previous advance pay transaction(s) for this member will be displayed. Click the **+** button to the right of the most recent (top) row.
Not present	1. Click the **+** button in any row. 2. Enter ADP in the Earnings Code field. 3. Click the **Continue** button in the ADP row. 4. The Employee Entitlement Detail page will open a new.

Step	Action
2	You should now have a new ADP entitlement row to work with. The **Start Date** field will display current date. You can change the Start Date to a date in the future if you want to delay processing of this transaction (Advance Pay may not be paid more than 30 days prior to a member's PCS departure). Use the calendar button 📅 to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.

Entitlements

*Earnings Code: ADP 🔍   Advance Pay

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status
1	11/01/2007 📅	0000	📅	0000	🔍		P

Starting Advance Pay, Continued

Procedure **(continued)**

Step	Action
3	The **Stop Date** may be left blank. This field will automatically update with same date as start date.
4	Enter the **Earnings Type** in the code of "ADVPAY" for advance pay or use the 🔍 to search and select from a listing of available earning types. *Earnings Type Description ADVPAY 🔍 Advance Pay
5	Click the **Detail** button to bring up the *Supporting Data* screen below: **Supporting Data** ADP 11/01/2007 ADVPAY Basic Pay: 0.00 Less Deductions SGLI Amount: 0.00 Federal, State and FICA: 0.00 ← Optional (worksheet) fields Dependent Dental Premium: 0.00 Other Monthly Deductions: 0.00 Total Payment: 0.00 Times Months Required for Advanced Pay: 1 Total Advance: 1565.00 ← **Required fields** Number Of Installments: 12 Installment Amount: 130.42 OK Cancel *Note:* The ONLY required fields on the detail page are **Total Advance** and **Number of Installments**. If a member requests a specific amount you may enter it in the Total Advance field. The fields above the blue line are designed as a worksheet to assist I calculating the advance payment amount.

Starting Advance Pay, Continued

Procedure **(continued)**

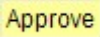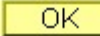| Step	Action
6	Enter the **Total Advance** and **Number of Installments.** If you are using the worksheet to aid in computing the amount of the advance complete the following fields: • Enter **Basic Pay** the member's monthly basic pay amount. • Enter **SGLI Amount** the monthly SGLI amount. If the member has not elected SGLI coverage, then leave blank. • Enter **Federal, State and FICA** the total monthly Federal, State, and FICA amount. • Enter **Dependent Dental Premium** the monthly amount. If the member has not elected Dental coverage, then leave blank. • Enter **Other Monthly Deductions** any other valid monthly deductions other than allotments. Examples of other deductions are (overpayments, garnishments, previously approved advance pay, etc.). • Enter **Months Required for Advance Pay**. Enter how many months advance pay the member is requesting. *Note:* Cannot exceed 3 months. Note: The **Total Payment** will update to based on the amounts entered above. Click the OK button when finished.

Entitlement – Advance Pay

Starting Advance Pay, Continued

Procedure **(continued)**

Step	Action
7	Route/Approve the transaction.

If…	Then…
you are a CGHRSUP Role User (*SPO Supervisor/Auditor)*	click the button to complete the transaction.
you are a *SPO Data Entry Technician*, you must route this transaction to a Supervisor for approval.	(a) Click the Approve button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section. (b) Click the OK button to return to the Entitlement Detail view. (c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.

Approving Official (CGHRSUP Role User/SPO Supervisor/Audtor)
Follow these steps to approve a transaction:

a) Click the link on your worklist to access the pending transaction.
b) Make any corrections that may be necessary to the start date or detail-supporting data.
c) Click the Approve button.
d) Click the OK button to return to the Entitlement Detail view.
e) Click the Save button